



**HERSHEY
PUBLIC LIBRARY**
701 COCOA AVENUE
HERSHEY, PA 17033

Library Board of Directors

Meeting Minutes – July 16, 2019

Library Mission:

The Hershey Public Library is the hub of our community, creating possibilities for everyone to enrich their lives.

Present: Leigh-Anne Dornberger, Jennifer Grenoble, William Ecenbarger, Jordan Yeagley, Marc Moyer, Matt Weir, Sharon Miller, Sue Kreider, Laura O’Grady

Absent: John Rita

1. Call to order at 6:58 PM
2. Approval of May 21 Minutes (Attachment A) - Sue Kreider asks for clarification on the gift acceptance policy that was mentioned in the minutes. Laura explains that the only “gift acceptance” statement was included in the brochure the Endowment Trust distributed which explained that all gifts of \$5,000 or more were commemorated with a lobby plaque. Laura then went back to make sure all recent gifts of \$5K or more had been commemorated. She and the ad-hoc committee drafted a more detailed gift acceptance policy, as well as updates to the brochure, and will present them at the Endowment Trust meeting on Monday July 22nd. Bill makes a motion to approve the minutes, Sharon seconds the motion, Marc abstains due to his absence at the last meeting, the motion carries.
3. Reports of Representatives
 - a. Friends of the Library Sharon Miller – Sharon presents that the book sale will begin with preview night on August 2nd and then continue August 3 until August 8. The Endowment Trust is partnering with the Friends on a marketing video which has begun production.



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- b. Endowment Trust John Rita – Laura gives a brief update on the Endowment in John’s absence. Laura explains that an ad-hoc committee will present edits to the Endowment brochure as well as a draft gift acceptance policy at Monday’s meeting. She will go into more detail on the construction projects later in the agenda.
4. New Business
- a. Meeting room policy – vote needed – Laura explains that the impetus behind revising the meeting room policy is a new software add-on which will allow patrons to request rooms electronically and pay via credit card. Their room request will need to be approved by the library, but this process will eliminate a lot of paperwork and back-and-forth required with room reservations currently. The notable changes include a fee increase to \$20 per individual hour rather than \$40 for a 4-hour block. Organizations with proof of non-profit status will be exempt from the room fees. We also further clarify the technology available in each room and request 7 days’ notice for training or requests that go beyond the provided technology. While this isn’t a new addition, Laura clarifies the inclusion of a disclaimer on advertisements for programs being held at the library, but not endorsed by the library. Marc makes a motion to approve the policy, Sue seconds the motion, motion passes unanimously.
 - b. Union library catalog with Dauphin County Library System – Laura explains that she had brought this up with the board over a year ago but once again the conversation has started with DCLS on the possibility of sharing a catalog. While we don’t have hard numbers yet, there may be a cost savings involved in entering an agreement with other libraries. Additionally, it may improve the customer experience by being able to access a wider collection of materials through the catalog, rather than having to go through inter-library loan to get materials from other Dauphin county libraries. The potential drawbacks are a loss of autonomy,



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and the potential loss of ability to maneuver more creatively with our catalog independent of the larger consortium. A lot of small procedural issues would have to be standardized and agreed upon. Laura is meeting on Wednesday with representatives from Cumberland County Library System as well as Dauphin County Library System to see if this could be a district-wide catalog which opens more conversations. These are the very early stages of these conversations and Laura will keep the Board apprised as discussions evolve.

- c. Staff changes – Laura reports that Barbara Reis, a member of our Technical Services department retired in June. Laura is not immediately re-hiring for this position. Annika Sundberg, our Library Assistant for Teen Services put in her resignation after finding full-time work in June. Laura is actively seeking a replacement for Annika.
 - d. Write up in Women’s Day Magazine – Laura explains that Women’s Day magazine reached out to Julie Brnik, our Adult Programming Librarian, after they found a link to our Flower Arranging Workshop while doing research for an article. Bill suggests Julie continue to maintain that contact and hopefully we can get other programs mentioned in the magazine.
5. Old Business
- a. DQST Follow up – Laura thanks Bill for all the articles he’s been sending about libraries hosting DQST events. There is a drag story hour taking place on Saturday July 20th at 10 AM at Midtown Scholar Bookstore if anyone is interested in attending to see what it’s like. At this time there is no immediate plans to pursue such a program, but Laura wanted to make the board aware of these programs. She wouldn’t pursue such a program without the support of the Friends, Endowment, Township Manager, and Township Board of Supervisors.
 - b. Construction projects



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- i. Circulation desk & staff offices – Laura explains that this project is officially complete.
 - ii. Grant project – Laura reports that the bid specifications for the grant project were approved. We expect to publicly advertise the bid August 1 and then get construction underway by October. The recent update on timeline has the project taking 6 months. Laura explains that the goal will be to not have to close the library, but we won't know what the construction schedule will be until we hire a general contractor and understand their schedule. Marc recommends that he'd rather close the library and get work done more quickly and efficiently, than drag the construction schedule out further. Marc also recommends that we get volunteers from local sports teams and community organizations to help move books and furniture in preparation for construction. We had questions about how the reimbursement worked and Laura read a response from the grant representative: Reimbursements may be submitted once you have accrued expenses equal to the amount of one of your Keystone invoices. If you are not splitting the costs as you go along, by the end of the project you will need to show that you expended an equal or greater amount of qualifying expenses than the Keystone amount.
 - iii. Floor project – The floor project will take place in conjunction with the grant project, and most likely take place first. This will create the most disruption of library operations.
6. Financial Report – Laura distributes an updated financial report which she received earlier in the day. The Board examines the financial report. Sue asks what the breakdown is between those who pay for meeting room fees and those who don't. Laura directs the



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Board to 'Rental of Equipment and Materials'. We brought in \$550 in meeting room fees last month.

7. Communications – nothing to report
8. Staff Reports
 - a. Director & Staff Reports (Attachment C) – Laura reviews the director and staff report. She brings attention to the number of library visitors doubling between May and June and explains that the meeting room use is higher than normal in May because of voting taking place outside the library operating hours.
9. Adjournment – Marc makes a motion to adjourn the meeting, Bill seconds the motion. Motion passes and meeting adjourns at 7:36 PM.

Attachments

- A. May Minutes
- B. Financial Report
- C. Director & Staff Reports
- D. Women's Day Write-Up
- E. Meeting Room Policy

The next meeting of the Hershey Public Library Board of Directors is

Tuesday September 17th at 7:00 PM